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Bell Schedules

REGULAR SCHEDULE

7:10 - 8:00 EB
8:20 - 9:10 PERIOD 1
9:14 - 10:04 PERIOD 2
10:08 - 10:58 PERIOD 3
11:02 - 11:32 A LUNCH
11:36 - 12:26 A PERIOD 4
11:02 - 11:52 B PERIOD 4
11:56 - 12:26 B LUNCH
12:30 - 1:20 PERIOD 5
1:24 - 2:14 PERIOD 6
2:18 - 3:08 PERIOD 7

2:15 P.M. EARLY DISMISSAL SCHEDULE

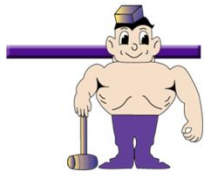
7:18 - 8:00 EB
8:20 - 9:02 PERIOD 1
9:06 - 9:48 PERIOD 2
9:52 - 10:34 PERIOD 3
10:38 - 11:20 PERIOD 5
11:24 - 11:54 A LUNCH
11:58 - 12:40 A PERIOD 4
11:24 - 12:06 B PERIOD 4
12:10 - 12:40 B LUNCH
12:44 - 1:26 PERIOD 6
1:30 - 2:15 PERIOD 7

11:30 A.M. EARLY DISMISSAL SCHEDULE

7:36 - 8:00 EB
8:20 - 8:44 PERIOD 1
8:48 - 9:12 PERIOD 2
9:16 - 9:40 PERIOD 3
9:44 - 10:07 PERIOD 4
10:11 - 10:34 PERIOD 5
10:38 - 11:02 PERIOD 6
11:06 - 11:30 PERIOD 7

HOMEROOM SCHEDULE (WEDNESDAY)

7:13 - 8:00 EB
8:20 - 9:07 PERIOD 1
9:11 - 9:58 PERIOD 2
10:02 - 10:20 HOMEROOM
10:24 - 11:11 PERIOD 3
11:15 - 11:45 A Lunch
11:49 - 12:35 A PERIOD 4
11:15 - 12:01 B PERIOD 4
12:05 - 12:35 B Lunch
12:39 - 1:26 PERIOD 5
1:30 - 2:17 PERIOD 6
2:21 - 3:08 PERIOD 7



It is the mission of Canton High School, serving as an advocate for respect, responsibility, and positive attitude, to graduate students capable of making educated decisions, enabling them to become confident, self-sufficient, and productive citizens in an ever-changing global society.

I. ADMINISTRATION

- A. The administrative functions of Canton High School have been structured in such a manner as to allow you to use the following guide for consultation of specific occurrences.

PRINCIPAL – JENNIFER WATTS

1. Classroom instruction/evaluation
2. Staff Evaluations
3. Professional development
4. Class and extra duty assignments
5. CHS Budget
6. Supervision
7. Field Trips
8. Oversight of everything at CHS
9. Freshman Academy
10. Attendance (1st year students)
11. Discipline (1st year students)
12. Other duties as assigned

ASST. PRIN. – TONY McCOY

1. Attendance (2nd, 3rd and 4th year students)
2. Discipline (2nd, 3rd and 4th year students)
3. Assigned Evaluations
4. Supervision
5. Facilities
6. Fundraisers
7. Parking lot and parking tags
8. Textbooks/Rebinds
9. Drivers Ed
10. Other duties as assigned

TECHNOLOGY DEAN – ANNE GRZANICH

1. Tech Integration/Support staff/students/parents)
2. Textbook/Techbook
3. Evaluations/Walkthroughs
4. Technology Discipline
5. Supervision
6. Collecting data on technology use
7. Coordinate Parent/Student Tech Orientation
8. Other duties as assigned

ATHLETIC DIRECTOR – JON GRZANICH

1. Administers athletic program
2. Scheduling of athletic contests
3. IHSA and conference representative
4. Prepares/administers athletic budget
5. Oversees CUSD Physical Ed program
6. Evaluations/Walkthroughs
7. Handbook Committee
8. Assist with Discipline as needed
9. Other duties as assigned

B. Administrative Support

1. It is the policy of Canton Union School District #66 to provide for its employees and students an environment free from any behavior which could be construed to be sexual harassment. Complaints relative to this policy may be reported verbally or in writing to any supervisor, principal, counselor or the Superintendent.
2. The administrative team pledges to support high school staff. If the handling of a situation is questioned the administrative team will:
 - a. support the teacher relative to his/her decision-making responsibility.
 - b. confer with the teacher in private conference about the handling of the problem.
 - c. establish guidelines for acceptable action in future matters.
3. If an administrative decision is NOT satisfactory to the teacher, the teacher should:
 - a. indicate same to the administrator.
 - b. if satisfaction is not reached, inform the principal that you wish to confer with the superintendent.
 - c. confer with the superintendent.
 - d. if the decision of the superintendent is not satisfactory, request a Board hearing.

II. OFFICE RESPONSIBILITIES

Specific areas of responsibility have been assigned to office personnel. If possible, initial faculty questions should be directed to the noted person.

Mrs. Schoon - Athletic Director's Secretary

- Athletics
- Athletic event and facility scheduling
- Bookkeeping for building Activity Accounts
- Eligibility
- Deposits/Checks for Activity Accounts

Mrs. Nesbitt - Guidance Secretary

- G.P.A., Class Rank, and Honor Roll
- Grades/Transcripts
- SIS/State Reporting
- Posting of progress reports
- Registration
- Report cards
- Schedule changes

Ms. Parsons – Attendance/Discipline Secretary

- Attendance
- Discipline
- In-School Suspension
- Textbook orders
- Scheduling of Behind The Wheel
- Purchase Orders
- Facilities Contracts
- Free/Reduced Lunch
- Maintenance repair/work orders

Mrs. Howell – Substitutes/Student Fees Secretary

- Substitute teachers
- Student Fees
- Daily Announcements
- Scheduling of Facilities
- Report Card Holds/Billing letters
- School Calendar
- Immunization records
- Copies – as time permits

III. TEACHER RESPONSIBILITIES

A. ATTENDANCE

1. District regulations require teachers ready to begin supervisory duties no later than 8:00 a.m. and leave no earlier than 3:30 p.m. The time within these hours should be devoted to assigned educational and supervisory responsibilities.
2. When a staff member finds it necessary to be absent due to a sudden illness, he/she should report the absence to AESOP if prior to 7:00 a.m. on the day of the absence. A staff member reporting an absence after 7:00 a.m. should call the HS office directly – 647-1820.
3. Substitutes will be assigned by the superintendent's office. If a substitute's performance seems unsatisfactory, this should be reported to the principal. Each teacher is required to have available in the classroom the current lesson plans and seating chart.
4. If it becomes necessary for the teacher to leave the building during the school day, a high school administrator is to be notified in advance.
5. Faculty meetings will be scheduled as needed. Regular PAC (Principal's Advisory Committee) meetings will be scheduled for 7:30 a.m. the third Tuesday of each month.
6. Teacher and paraprofessionals are required to attend the CHS Open House. (See School Calendar for date.)
7. When Canton Union School District #66 personnel are involved in activities for another organization or institution and it becomes necessary for them to be absent from their District #66 assignment, it will be the procedure of the District to deduct from their salary for the time missed.
8. If an emergency requires that the teacher leave the classroom during class time, a neighboring teacher should be informed and asked to check on the students. The students should also be told that the neighboring teacher is now in charge.

B. DAILY ROUTINE

1. Corridor supervision is a responsibility of all teachers. Teachers should be in position to observe and supervise activities in the corridor before and after school and during passing periods.
2. Announcements will be read at the beginning of first hour class over the intercom. Teachers will receive announcements via e-mail by 3:30 for the following day. Teachers wishing to have information included in the daily announcements should submit an announcement form before 2:00 p.m. of the previous day. If a student is submitting an announcement form, it must be signed by the club sponsor.
3. Use of the intercom for announcements during any other time will be limited to emergencies such as weather and unforeseen circumstances.

4. Planning and conference periods are part of the teacher's workday. Normally this period is for instruction-related activities and conferences. At times it may become necessary to seek the help of the teacher for substitution or extra supervision.

5. Student attendance reporting:
 - a. Take roll each period. Record the information in Skyward. Attendance should be taken within the first 10 minutes of each class period. Accurate, prompt and complete reporting of student attendance by the teacher is vital!
 - b. Teachers should keep a record of tardies and issue classroom discipline consistent with classroom rules. A student with excessive classroom tardies should be referred to the office. (The office will track students who are late to the beginning of first hour and who are late from lunch.)
 - c. If you have a correction to make after posting attendance, or if you need to make a comment of some kind, please send an email to Ms. Parsons.
 - d. When sending a student to the office regarding an attendance reporting error or problem, please send along a note of explanation.
 - e. If you cause a student to be tardy, provide him/her with a pass to his/her next class.
 - f. If a student is late to your class because of legitimate business in the office, he/she will have a pass from the office. Without a pass, the student is tardy.
 - g. Students arriving late in the morning or from lunch must sign in at the office. The office will issue tardy detentions for unexcused tardies.
 - h. At the end of each day, teachers will receive a blue slip in their mailbox for any student that was marked absent, unexcused from one of their classes that day. If teachers can clear the absence, they should write clearly on the blue slip, initial it, and return it to Ms. Parsons. If a teacher cannot clear the absence, he/she should give the slip to the student and direct the student to clear the absence with the office.

Student Attendance Incentives

Student attendance is very important in their educational progress. As a result, we offer incentives for good student attendance. An important attendance incentive is our Giant Pride program. For a student to receive either a gold or purple card, they cannot receive an unexcused absence in any class.

The Semester Exam Exemption Bonus also offers students an incentive for good student attendance. Students that have missed less than two days, with no unexcused absences or suspensions will not be required to attend school on Semester Exam Days. See the Student Handbook for the entire explanation of the Semester Exam Exemption Bonus.

6. Teachers are urged to contact parents frequently. Parents should be contacted when a student is having problems of any kind in the class. Teachers should document all parental contacts.

7. Teachers of two-hour courses are not to permit breaks except between the two periods.

8. Dismissing classes prior to the expiration of the period or allowing students to report after the bell without prior permission from the principal is not acceptable.

9. Students returning to the building from the P.E. field or band field, etc. should be in their assigned room and remain there until the bell rings.
10. Mail boxes for each staff member are provided in the mailroom. Please check them daily.
11. At the end of the school day (3:30 pm.), you are expected to close your classroom windows, turn off the lights and lock the door.
12. Student traffic in the hallways while classes are in session **should be kept to a minimum**. Students that are out of class during the class period should always have a signed pass with them that has the date, destination and time, along with the signature of the sending teacher.
13. If you take an entire class to the library, computer lab, or another location, please accompany them and monitor their behavior. The office should also be notified where the class will be located for attendance purposes, as well as in the event of an emergency. A note should be posted on the original classroom door to alert students who are tardy to class, as well as office personnel, where the class has relocated.

C. INSTRUCTION

1. **Instruction Time** – This is time during which students are assigned to you for instruction and is the most important time of the day. You should treat it that way and you should expect students to behave in a fashion that reflects this importance.
In order to make this importance obvious:
 - a. Be prepared to conduct the class and to manage the environment.
 - b. Show an interest in the material and the people for which you are responsible
 - c. Require students to give their attention to the business at hand.
 - d. Use a variety of materials and teaching techniques.
 - e. Materials used for instruction should be varied according to the goals of the lesson.
 - f. Use the media center and resource people from within the school and community.
2. **Semester Exams** - Teachers are to administer comprehensive semester examinations to all students who are required to take them. The teacher has the option to count the semester exam grade up to, but not exceeding one-fourth of the total semester grade. An examination schedule will be published and teachers are required to adhere to that schedule. Students must take the exam at the assigned time unless advance notice of special circumstances has been given and approved by the principal or, unless an excused absence occurs on the day of the exam. Under these circumstances exams may be completed late, but under no circumstances are they given early, without the permission of the principal.

Students not qualifying for the Semester Exam Bonus (see Student Handbook) must take semester exams as scheduled. **Failure to take semester exams will result in a “zero” on the exam, which will be calculated in the final grade using numerical values, not letter grades.**

NOTE: Students may also be required to take semester exams in those classes in which the exam may make the difference in passing the class or failing it.

3. **Grading** - Plus or minus signs may be used to indicate extremes within the range. A student passing one semester of a yearlong course and failing the other semester should normally receive one-half credit. Exceptions to this guideline may occur and must be cleared with the principal. Grades should reflect the degree to which the student accomplished the developed goals and objectives of the course. Students should have a clear understanding of what is expected of them and should be kept cognizant of their grade average on a regular basis. When students are doing poorly, show sharp drops in grade average, or are failing to do the required work, inform the student, and the student's parents. Teachers are requested to document all parental contacts.

A student's behavior must be handled through disciplinary procedures - not through the lowering of grades. Grades are not a device for reward or punishment.

When a student complains about a quarter or semester grade, he/she will be directed to a counselor who will arrange for consultation between student and teacher; the counselor, student and teacher; finally administrator, student and teacher.

District #66 Grading Scale

100-93	A	4.00
92-90	A-	3.67
89-87	B+	3.33
86-83	B	3.00
82-80	B-	2.67
79-77	C+	2.33
76-73	C	2.00
72-70	C-	1.67
69-67	D+	1.33
66-63	D	1.00
62-60	D-	0.67
59-0	F	0.

4. **Study Halls** are an integral part of the educational process. Teachers who supervise study halls are responsible for maintaining a quiet environment conducive to study. Students should bring study materials with them. Students wishing to use the library during study hall time must sign up in advance and report directly to this area. Students wishing to go elsewhere must have a permission slip in advance signed by the appropriate authority. Study hall supervisors are required to take roll and maintain attendance records. Students are not permitted to sleep in study hall.
5. **Evaluation of Instruction** - Classroom visits, formal and informal observations will be used by the administrators throughout the year in an effort to be aware of what is going on in classrooms and to improve instruction. The principals will visit classrooms, observe instructional activities and prepare evaluations of instructional staff. Conferences relative to these observations will be held with individual teachers, giving the teacher and administrator an opportunity to work in concert to bring the quality of instruction to the highest possible level.
6. **Textbook Adoptions** - All recommended textbook adoptions must be submitted to the district curriculum council and Mr. McCoy by **December 15** of the current school year. Contact your Department Chairperson if additional information is necessary. Reminder – new textbook requests must be approved by the Curriculum Council, then the Board of Education.

7. **New Course Requests** - Any requests for new courses to be offered at Canton High School are to be made by the Department Chairperson to the principal, who will then submit the request to the district Curriculum Council. New course requests must be approved by the individual departments, Principal's Advisory Committee, Curriculum Council, and the Board of Education. This process must be completed by December 20 in order for the new course to be considered for the next school year.
8. **Honor Roll** - An Honor Roll will be published at the completion of each quarter and at the completion of each semester. A student's name will appear on the honor roll if the following criteria are met:
 - a. Be enrolled and actively participating in at least six(6) periods of class.
 - b. Have a grade point average for all academic classes of 3.0 or higher for the term.
 - c. Passing all classes.
 - d. In figuring the Honor Roll, all courses are included except PE/Strength Training.
9. **Class Rank** - Rank in Class of each student will be determined by averaging the grades from each of his/her classes to obtain the cumulative grade point average that will then be placed in rank order with the cumulative grade point average of all other members of the class to establish the individual's numerical position in the class.
 - a. WF (Withdraw-Failing) is treated as an F for purposes of rank-in-class.
 - b. Semester grades only are used in the determination of rank-in-class.
 - c. Instrumental and Vocal Music, Color Guard, PE/Strength Training, Driver Education and ICE/CVE work experience are not included in Class Rank.
10. **Auditing Classes** - The act of students auditing a class shall be defined as enrolling in a class, meeting all attendance, assignment and participation requirements of the class, but with no credit being granted and no grade being assigned. Students wishing to audit a class must be taking four courses for credit, and submit a request to the director for permission to audit. Classes successfully audited by a student will appear as such on the permanent record. This process will allow a student to enrich his/her program without affecting grade-point-average or rank-in-class.
11. **Dropping Classes** - A student may drop a course under the following conditions:
 - a. Without penalty during the first three (3) days of semester I, or during December for semester II, if approved by parents, teacher and guidance office.
 - b. A student may be refused permission by the Guidance Department to drop a class depending upon the circumstances involved, i.e., (1) class size, (2) required subject, and (3) other considerations.
 - c. A student permanently removed from a class for disciplinary reasons will receive a grade of Withdraw/Failing.
12. **Field Trips** - are defined and the purpose delineated in the Policies of District #66. All Canton High School field trips must conform to this policy. In addition, the following procedures for Canton High School field trips will be observed.
 - a. All trips must be approved in advance by the Principal.
 - b. No trip outside the District will be approved if a reasonably comparable experience can be provided within the District.
 - c. Normally no class will be allowed more than one field trip per semester.
 - d. Field trips should be structured so that they are an integral part of the instructional process and so that all students have a real opportunity to participate.
 - e. Methods of financing the trip must be devised and approved by the principal before plans are made with the students.

- f. Requests for field trips should avoid the final week of each quarter. Requests during the last three weeks of the second semester will be denied.
- g. Teachers of students who will miss classes of other teachers are required to notify these teachers in a timely manner. Following the listed guidelines will help to assure this:
 - (1) Supervising teacher will pick up the appropriate prior approval form(s) from the Attendance Secretary at least one week in advance.
 - (2) Give one of these Individual Student Absence Prior Approval forms to each student with the due date noted or provide the office with the Group Prior Approval form.
 - (3) Utilize consent form with parents.
 - (4) Provide all teachers with appropriate information at least one week prior to the trip.
 - (5) Provide the office with a list of students, with completed forms, no later than 3:30 p.m. the day before the trip.
 - (6) In addition to student names, this list should contain at least the date, time and location of the trip.
 - (7) Students not completing individual prior approval forms in a timely manner are not approved to attend the field trip and are not to be included on any list.
- h. Teachers will be notified at the time of approval if there will be a transportation charge for the field trip.
- i. Field trip forms are in the mailroom.

D. INSTRUCTION RELATED ITEMS

1. **A-V Material** - All A-V material should be catalogued and stored in the library. Please do not store A-V materials in your rooms. By storing A-V materials in the library, all departments will have access to these materials. Teachers may check these materials out for their use from the library. Any A-V materials needing repair should be reported to the library clerk.
2. **Check Vouchers** - Teachers requiring checks to pay bills from the CHS activity accounts may do so by obtaining a check voucher from the treasurer. After the voucher is properly completed, and approved by the director, the check will be delivered to you or placed in your mailbox. Whenever you or your organization makes a purchase in a local store, instruct the vendor to submit the bill to the treasurer of Canton High School and to note the name of the organization or fund on the bill.
3. **Fundraising Guidelines** - Fund raising projects shall be intended to benefit all the members of the school sponsored organization and/or the students enrolled in the school. Any project in which students sell candy or other material off the school grounds must be conducted by school sponsored organizations. All fund raising projects must be for specific purposes which shall be explained to the students of the organization.
 - a. **All fund raising projects must have the approval of Mr. McCoy.** Approval will be dependent on the purpose of the project, item(s) to be sold and/or timing of the project.
 - b. Approved fundraiser will be placed on the building calendar. Projects will not overlap or run more than 2 weeks.
 - c. Proceeds from fundraisers can be used to provide opportunities for all members of the organization and/or items that are kept for use by the organization in future years.

- d. Proceeds from any fundraiser may not be used for the purchase of personal items for members of the organization. Personal items are those items which an individual would keep for their own use after the season.
 - e. Only school sponsored fund raising projects may be sold in the school building.
4. **Collection of Money** - Monies collected are not to be left in the teacher's room during the day or overnight. As soon as monies are collected, place in the appropriate envelopes and hand-deliver to Teresa School. No money making projects may be initiated nor publicized without the prior approval of the Mr. McCoy.

Guidelines for Handling Money

Anytime an individual(s) is dealing with money, it is extremely important that the individual(s) can account for all money received and expenses incurred. In order to account for all money, the following guidelines are to be used when dealing with money in which the school or school name is involved.

- a. All fund raising projects, camps, etc. must be approved prior to initiating the activity. Athletic summer camps must be approved by the athletic director.
 - b. As money is collected, it should be itemized as to number, items sold, etc. and turned into the building activity account manager. You will receive a receipt for the money you turn in.
 - c. As expenses occur, they must be paid through the building activity account. At no time, should an individual pay for any expenses.
 - d. A complete accounting of all money received and/or spent may be requested at any time.
5. **Building Calendar** - The official school calendar is kept by the principal's secretary. All events must be placed on this calendar in advance. Any teacher planning an event or wishing to reserve school facilities must make such a request to the office in advance so that it can be placed on the official school calendar. **Requests are on a "first come-first served" basis, with school-related activities taking precedence over community activities unless previously contracted by a community group.**
6. **Copy Machines** - Two copiers are located in a room adjacent to the office. A third copy machine is located in the teacher's' workroom on the 2nd floor. These machines are intended to meet your copying needs. Students ARE NOT allowed access to the copy machine. If an emergency occurs and you need a few copies, **ONE** student can be sent to the office to deliver the material to the teacher assistant.
7. **PLAN AHEAD** – Past experience with the copiers has been that when it is needed the most, it may break down. Have an alternative plan in place in the event that this happens.

In addition to the two copiers, a fax machine is available for business use in the copier room. This machine is intended to provide a more convenient place to send and receive facsimile information. There will be a supply of fax cover sheets next to the machine. You will need to fill one out and send it with your fax.

8. **Classroom Telephones** - Telephones are available in all classrooms. You are requested to limit your time on the telephone to keep lines open as we have a limited number of lines coming into the building. A "call block" will be placed on classroom phones from 8:15am to 3:10pm. Calls will be put through to classrooms during this time ***only in emergencies***.

Classroom telephones are for faculty use only. **Students are not to use classroom telephones except in emergency situations.** A phone is available in the office for student use. Students are to **LIMIT** their usage of the office phone.

In using classroom telephones, please refer to the following goals:

Goal #1: Increase home-school communication.

- * Accentuate the positive.
- * Give homework assignments to absentees.
- * Provide an avenue for parents to contact you.
- * Check on absent students.
- * Discuss concerns with parents.

Note: Calls to parents should end when students return to the classroom.

Goal #2: Facilitate communication with other buildings.

- *Network with other teachers.
- *Check on transportation arrangements.
- *Set or confirm meetings.
- *Call central office with questions.

Goal #3: Facilitate communication within the building.

- * Contact office in emergencies.
- * Send messages
- *Network with other teachers.

Goal #4: Facilitate school related business.

- *Arrange local field trips.
- *Work with other resources.
- *Arrange programs/speakers.

9. **Office Secretaries** - The secretaries in the office have assigned duties and are not available to do typing for teachers.

*Materials that need to be copied can be placed in the tray that is located on the counter in the copy room. Copy request forms are furnished in the copy room. There is no guarantee that a secretary will be able to run your copies. It is your responsibility to plan accordingly. Be sure to check all the proper instructions regarding needed material. When it has been copied, your printed material will be returned to you via your mailbox on or before the deadline stated on the form.

11. **Equipment Inventory** - An inventory of equipment by room is kept in the office. Whenever you receive new equipment, description and serial number should be recorded on the appropriate inventory form. Periodically, each teacher will be required to update the inventory record.
12. **Supplies/Equipment** - If you are in need of supplies or equipment during the year, you are to submit a request for supplies, through your department chair, to the principal. If the principal approves the purchase, it will be submitted to the superintendent's office for approval. Purchase requisition forms may be obtained in the mailroom.

A few miscellaneous supplies can be found up in the wooden storage cabinet in the teacher's workroom (chalk, construction paper, etc.) Once those supplies are depleted, they will not be replaced. If you have a surplus of supplies in your classroom, consider "weeding" some of them out and adding them to the supply cabinet. Many supplies do not store well and may deteriorate with time (i.e. tape, white out, construction paper, etc.) and other staff members could have the benefit of having access to these materials while they are still "usable."

13. **Requisitions** - Requisitions for supplies and equipment are submitted to the principal via department chairperson. All teachers are requested to make every effort to reduce costs. Those requests approved by the director are then forwarded to the superintendent's office for approval. Requisition forms can be found in the mailroom.
14. **Technology Needs** – Technology needs and assistance should be made through the District Help Desk. If tech assistance is needed, send an email with the subject identifying what building you are in and the main problem in a short description and the detail in the email explaining the problem to helpdesk@cantonusd.org
15. **Janitorial Needs** – If a custodian is needed in your room, please notify the office. Concerns regarding the cleanliness of your room or the building should be reported to the principal.
16. **Maintenance Requests** - Needs such as light bulb changes and pencil sharpener adjustments should be written on a work request sheet and attached to your chalkboard. Any other needs requiring maintenance assistance should be e-mailed to Tony McCoy.
17. **Teaching Assignments** - Teaching assignments will be made by the Principal, based upon curricular needs. Teachers will be notified of teaching assignments as soon as possible.
18. **Teacher Vacancies** - Certified personnel vacancies will be posted in all buildings during the school year as soon as practical following board action.

E. PERSONAL CELL PHONES

CELL PHONES: School districts throughout the United States are dealing with the distraction of cellphones. Canton School District has a strict use policy for students. Staff must limit their cell phone use while at school. Cell phones, texting, and classroom phones should only be used for school business or emergency purposes. There are always incidences where phone use is needed to communicate with family members or to take care of a household situation. Staff members should make every effort to make those calls when students are not present.

F. FACILITIES

1. The physical facilities of Canton High School are very good. In order to preserve them, the cooperation of all is needed.
 - a. Expect students to show respect for the equipment and rooms under your supervision.
 - b. Opened packages of food and drink containers are not allowed in the hallways.
 - c. Report janitorial or maintenance problems as soon as possible.
 - d. Try to use bulletin boards etc. to make the environment as attractive as possible.
2. Use of School facilities is subject to the policies of the Board of Education; therefore, it is necessary that you seek approval in advance for use of the facilities.
3. A teacher's workroom exists on the second floor and is to be used for work and relaxation. Canton High School is a smoke-free building. Any food or beverage containers taken to the workroom should

be disposed of or removed properly. The workroom has a refrigerator for lunch storage. Please keep track of what you put in it and dispose of your items in a timely manner.

4. Auditorium usage. It is possible to reserve the auditorium during classroom time by reserving the date and time with Candida Howell. When utilizing the auditorium these guidelines must be followed:
 - a. Food and/or drink are not allowed in the auditorium.
 - b. Students are not allowed to put their feet up on the seats.
 - c. The stage curtains are not to be touched, as their handling will cause the flame retardant treatment to wear out. It is best that students are not on stage at all, unless it is for supervised band rehearsal, etc.
 - d. Students should be closely supervised.
 - e. Students are not allowed in the light booth or sound closet.

G. ACCIDENTS

1. If a student meets with an accident or is injured, notify the office immediately. After seeing to the student's needs, be sure to fill out a copy of the accident report form and submit it to the office. This form is reviewed and signed by the director to be kept on file for possible contact by insurance companies. Copies of the form are available in the mailroom.

H. SEXUAL HARASSMENT

Sexual Harassment: It is the policy of Canton Union School District #66 to provide for its employees and students an environment free from any behavior which could be construed as sexual harassment. Complaints relative to this policy may be reported verbally or in writing to any supervisor, principal, counselor or the superintendent. **Refer to Board Policy. A copy of this policy may be secured in the high school or guidance office.**

IV. STUDENTS

A. DISCIPLINE

1. "Teachers and other certificate educational employees shall maintain discipline in the school. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians." (School code 24-24)
2. All pupils are responsible to ALL teachers in regard to orderly conduct. A teacher's duties are by no means limited to his/her classroom. Teachers must be alert for signs of positive and/or negative student behavior.
3. Teachers are expected to:
 - a. Maintain positive classroom management practices.
 - b. Be consistent, fair, reasonable and understanding.
 - c. Refrain from use of foul or abusive language.
 - d. Not permit students to use foul or abusive language.
 - e. Enforce rules pertaining to discipline in and outside of the classroom.
 - f. Listen to and counsel students with problems.
 - g. Discourage students from making negative comments concerning other staff members or students.

- h. Keep academic expectations high, yet attainable.
 - i. Sincerely communicate the idea that he/she is most willing to assist each student with his/her school or personal problems.
 - j. Insist that students be on time, attend school regularly, and do the work that is expected.
4. Teachers will command the respect of their students if they are enthusiastic and knowledgeable about what they are teaching, vary instructional techniques, possess a sense of humor, demonstrate no favoritism, communicate a real concern for the welfare of the student, and manage discipline programs fairly.

B. REMOVING A STUDENT FROM CLASS

1. Permanent removal of a student from the class should be considered as one of your last alternatives. If a student's behavior is inappropriate, complete a Discipline Report (shown on page 33) and refer to procedures for requesting assistance with problematic students (page 18).
2. Removal out of class to the hallway (when applicable).
 - a. If a student's behavior does not warrant sending the student to the office, yet, for the benefit of the class he/she should be removed immediately, the teacher should then send the student to sit in the hallway outside of the classroom.
 - b. Make arrangements for teacher-student conference. Get student to make agreement regarding his/her classroom behavior.
 - c. Teachers are expected to monitor the student's behavior while in the hallway.
3. Removal to the office
 - a. Do **NOT** remove a student from your classroom without directing him/her to report to the office. Insist that he/she report immediately to the office.
 - b. Notify the office that the student has been removed by phoning the office.
 - c. Classroom suspensions are normally short in duration (1 to 3 days). Suspension length will be determined by the Principal or Assistant Principal, with input from the teacher. Only in extreme situations will the student be indefinitely suspended from class. In all classroom suspensions, the student will be temporarily assigned to In-School Suspension (if in session) or Study Hall.

C. DETENTIONS

1. **TEACHER DETENTIONS:** Teachers are encouraged to issue classroom detentions to students who choose not to follow set classroom guidelines. Teacher detentions are to be supervised by the issuing teacher and are less than one hour in length. Students should be given twenty-four (24) hours to serve the detention so that appropriate transportation can be arranged. Students who are uncooperative and/or fail to serve the teacher detention may be referred to the principal or assistant principal for formal disciplinary action. Students will not be issued teacher and office detentions for the same infraction.

For example: If a student fails to serve a classroom detention, the teacher may:

- a. Warn the student and give him/her a second opportunity to serve the detention.
- b. If the student fails to serve the detention after the second opportunity the teacher shall contact the parents/guardians to explain the situation. The student should serve the detention following the parental conference.

- c. If the student still does not serve the detention, the teacher may refer the student to the principal or assistant principal for formal disciplinary action.

2. OFFICE DETENTIONS – Detentions issued by the high school office are to be served before school, after school or on Saturday morning. Office detentions are to be served in room 120.

AM Detentions – Wednesday or Friday, from 7:30 to 8:15 a.m.

PM Detentions – Tuesday or Thursday from 3:15 to 4:00 p.m.

Lunch Detentions- Assigned to students during either A or B lunch

Saturday Detentions – 8:00 to 10:15 am - time to be served – TBA

D. PROCEDURES FOR REQUESTING ASSISTANCE WITH A PROBLEMATIC STUDENT

1. If a teacher experiences difficulty with a student in his/her classroom and has exhausted his/her own classroom ideas for dealing with the problem, any of the following forms of assistance are available to the teacher:

Teacher may consult with:

- a. Principal and/or assistant principal
- b. Other teachers
- c. Building support services and/or special education personnel:
Guidance Counselors – Andy Schroeder, Kaelynn Lewis
School Psychologist - Mary Wallace
Special Education (if appropriate) – Mandy DelMastro, Tara Keets, Julie Tarvin, Betsy Grzanich, Stephanie Nelson, Kelli Reneau, Deb Vohland, Stephanie Winship,

2. Possible intervention measures:

- Review student files
- Parent notification
- Conference with parent (may include administrator)
- Homework check
- Study buddy
- Short-term contracts
- Alternate assignments
- Cooperative learning groups

E. STUDENT ACTIVITIES

1. Faculty members are to be in charge of all student activities which are sponsored by the school.
2. Coaches are assigned to each athletic activity and are responsible for instructing and guiding the students in these activities and also for supervising their behavior and welfare. Specific guidelines are provided by the office of the Athletic Director.
3. Student clubs or organizations are sponsored by the school as a means of expanding or extending the basic educational experience of the students. Activities of the organization should be relative to its basic purpose.

Fundraising:

Funds raised by the organization can be expended only with the written permission of Mr. McCoy. Such funds will normally not be used for activities which are unrelated to the basic purpose of the organization except in the case of valid social or entertainment activities for which the individual members have borne the major financial responsibility. All fund raising activities must be approved in advance by the principal. Funds earned must be identified on the Uniform Fundraiser Accounting form and deposited as collected with the Canton High School Treasurer. Proceeds from any fund-raiser **may not** be used for the purchase of personal items for members of the organization nor may they be returned to individual members of the organization. Personal items are those items that an individual would keep for their own use.

Any request for disbursement of funds from the class account will be submitted, in writing, to the class/organization sponsor, prior to the purchase of material, services, etc. The request will state the nature of the expense, the estimated amount of the expense, and a materials list (i.e., float, \$50.00, paint and napkins). All purchases must have written head sponsor's approval before they are made. Any violation of this policy may cause the disbursement of funds to be denied, and the cost of the purchase to be the responsibility of the purchasing party.

4. Club sponsors are required to be present and to supervise all club activities. The sponsor is responsible to see that all such activities are approved in advance and placed on the school calendar.
5. Class sponsors have responsibility for specific events as enumerated on page 22. The co-sponsors of each class have the basic responsibility to supervise the activities, meetings, and finances of that class. The remaining sponsors are to give aid and assistance when needed and requested by the co-sponsors and are to be available as chaperones and supervisors for class sponsored activities.

NOTE: Senior class sponsors are expected to advise members of the senior class that all funds that remain in the graduating class account must be spent or obligated for a class gift by the end of the school year. Any funds not spent/obligated by this time will be transferred to the General Items account and will be used to purchase items for the school.

6. Athletic contests are under the direction of the Athletic Director and are supervised by the Athletic Director, Administrators, assigned staff and security personnel.
7. Dances must be supervised by faculty members and two security personnel. Non-Canton High School students **of high school age** may attend dances as a guest of Canton High School students with prior office approval.
8. Specific supervisory assignments for the current year are found on page 23

V. GENERAL INFORMATION

- A. A "Teacher of the Year" is selected by the Senior class each spring. The criteria for the selection is available in the office.
- B. The first and last days of school generally have exaggerated potential for poor student behavior. On these days teachers are reminded to be especially vigilant and may be given specific supervisory assignments in order to maintain control.

- C. The restrooms seem to present special problems in the areas of smoking and vandalism. Teachers are reminded to step into restrooms during preparation, passing and lunch periods to observe student behavior. At times specific supervisory assignments will be made.
- D. Each teacher new to Canton High School will be assigned to a “mentoring” teacher who will help with the orientation of the new person. Cooperation of all CHS staff in familiarizing a new employee with the procedures of the school is assumed as standard procedure.
- E. At the end of the year teachers are to turn in faculty handbooks, crisis management plan book & flip chart, and summer addresses to the office. Return all library books. Your room should be left in an orderly fashion to aid in the cleaning of it during the summer. Nothing should be on top of your desks, cabinets, etc. Put everything away for the summer.

Principal Advisory Committee (PAC)

Building meetings are held in order to establish/improve communication within the building and to discuss items that may affect the building. All PAC meetings will be held following the District Board meeting. “All staff” faculty meetings will be held as needed. All faculty members are expected to attend. Principal Advisory Committee (PAC) meetings are scheduled for 7:30 a.m.

PAC Meetings are scheduled for the third Tuesday of each month. Tentative meeting dates are:

September 20, 2016
October 18, 2016
November 22, 2016
December 20, 2016
January 19, 2017
February 23, 2017
March 21, 2017
April 25, 2017
May 16, 2017

Additional meetings may be held on an “as needed” basis.

2016-2017 CANTON HIGH SCHOOL STAFF

FULL-TIME TEACHERS

Appell, Felicia
Brant, Ken

Carlberg, Lori
Cullen, Shawn
Dare, Kris
Delligatti, Debi*
DelMastro, Mandy
Eberle, Jodi*
Eskridge, Marnie*
Franzoni, Terry
Graham, Candie
Grzanich, Betsy
Isbell, Katelyn
Isbell, Lynn
Keets, Tara
Krulac, Ashley
Lighthall, Jessica
Lingle, Bill*
Mayhew, Keli

McLaren, Rick
Miller, Justin
Mulholland, Andy
Murphy, Stacey
Myers, Cody
Nelson, Stephanie
Reale, Jeff
Reinmann, Tracy*
Reneau, Kelli*
Rose, Harold
Rude, Lorie
Schoonover, Jamie*
Siders, Christopher
Snowman, Shawn*
Sorrill, Mike*
Speiden, Andrew
Stratton, Jennifer
Tarvin, Julie

FULL-TIME TEACHERS

Vollmar, Mike
Winship, Stephanie
Worrell, Elaine
Wright, Chuck
Yocum, Sherry

PART-TIME TEACHERS

Anderson, Laura
Militello, Tony*
Pierce, Julie

Pearson, Ryan

Principal – Jennifer Watts
Assistant Principal – Tony McCoy
Technology Dean – Anne Grzanich
Athletic Director – Jon Grzanich
Half-Time Librarian - Christy Semande
Counselors – Kaelynn Lewis
 - Andy Schroeder
Secretaries – Candida Howell/Principal
 - Sheena Parsons/ Attendance
 - Lisa Nesbitt/Guidance
 - Teresa Schoon/Athletics
Library Clerks – Diana Barnes
 - Brenda Shawgo
Para-Pros - Diane Adkins
 - Ellen Jarvis
 -Sherry Augenstein
 - Lisa Joachim
 - Lori Osborne
 - Diana Pirtle
 - Pam Derry-Grubb
 - Sherri Barr
 - Staci Seward
 -Brenda Rose
Support – Clint Harris/Technology
 - Joey Boggs/Resource Officer
 - Mike Walker/Resource Officer

Trotter, Jaime*
Vohland, Deb
Vollmar, Keely*

***Denotes Department Chair**

Role of the Department Chairperson

Function: To coordinate the activities of each department and work directly with the principal and curriculum director to provide articulation of instruction and the curriculum.

Responsibilities:

1. To advise the principal/curriculum director on matters of curriculum and instruction.
2. To serve on the Principal's Advisory Committee.
3. To evaluate the goals and standards for each learning outcome to ensure they are appropriate, comprehensive, and aligned with the state learning standards.
4. To conduct scope and sequence articulation within their department, and coordinate with the rest of the school district.
5. To coordinate and prepare long-range and short-range goals for the department.
6. To coordinate department goals and objectives with state requirements and mandates.
7. To aid/advise the principal concerning the recruitment and assignment of department teachers.
8. To conduct monthly department meetings or more frequently if needed and to maintain written records of said meetings. Minutes of all meetings must be submitted to the building principal and the district curriculum director. Minutes shall include those individuals in attendance and those absent.
9. To discuss with department members, potential curriculum and curriculum changes that may occur within the department.
10. To review with department personnel potential changes in, and to recommend changes in textbooks and other resources for classroom use.
11. To confer with the principal regarding learning outcomes and curriculum department concerns.
12. To coordinate budget requests and purchases of the department.
13. To confer with the principal as to potential scheduling needs with regard to number of sections and recommendations as to individuals to teach said sections for the next school year.
14. To perform other duties as assigned by the principal.

Building principal has the right to appoint and/or reappoint department chairs.

CLASS SPONSORS

2016-2017

General information about class officer duties is on file in the office. Students receive this information when they take out petitions to run for an office. Questions should be directed to the principal.

Freshmen

Mr. Mulholland 2016-2017
Mrs. Mayhew Co-Sponsors

Mrs. Stratton 2017-2018
Ms. Grzanich Co-Sponsors

Mr. Vollmar 2018-2019
TBD Co-Sponsors

Mrs. Murphy 2019-2020
Mrs. Rude Co-Sponsors

Mr. Brant 2020-2021
Mrs. Winship Co-Sponsors

Mrs. Quilty

Sophomores

Mr. Snowman 2016-2017
Mrs. DelMastro Co-Sponsors

Mr. Snowman 2017-2018
Miss Schoonover Co-Sponsors

Mrs. Reinmann 2018-2019
Ms. Nelson Co-Sponsors

Mrs. Carlberg 2019-2020
Mrs. Vollmar Co-Sponsors

Mrs. Dare 2020-2021
Ms. Reneau Co-Sponsors

Ms. Eberle 2021-2022
TBD Co-Sponsors

Mr. McLaren
Mr. Sorrill

Juniors

Mrs. Yocum 2016-2017
Mr. Siders Co-Sponsors

Mr. Reale 2017-2018
Mrs. Cullen Co-Sponsors

Mr. Speiden 2018-2019
Mrs. Eskridge Co-Sponsors

Mrs. Lighthall 2019-2020
Mrs. Franzoni Co-Sponsors

TBD 2020-2021
TBD Co-Sponsors

TBD 2021-2022
TBD Co-Sponsors

Mrs. Vohland
Mrs. Graham
Mr. Wright
Mrs. Delligatti

Seniors

Mrs. Trotter 2016-2017
Mr. Lingle Co-Sponsors

Mrs. Krulac 2017-2018
Miss Isbell Co-Sponsors

Mr. Miller 2018-2019
Mrs. Isbell Co-Sponsors

Mr. Rose 2019-2020
Mrs. Worrell Co-Sponsors

Miss Appell 2020-2021
Mrs. Keets Co-Sponsors

Mrs. Tarvin 2021-2022
Mr. Myers Co-Sponsors

SPECIAL EVENTS CHAPERONE

Homecoming Events

Homecoming Wiener Roast/Olympics –Freshman Class Sponsors

Wednesday, September 28, 2016 5:00-8:00 p.m.

Ms. Grzanich, Mr. Vollmar, Mrs. Murphy, Mrs. Rude, Mr. Brant, Mrs. Quilty, Mrs. Winship, Mr. Mulholland, Mrs. Mayhew, Mrs. Stratton

Homecoming Bonfire - Senior Class Sponsors

Thursday, September 29, 2016 7:30-9:30 p.m.

Mrs. Tarvin, Mr. Myers, Ms. Trotter, Mr. Lingle, Mrs. Krulac, Ms. Isbell, Mr. Miller, Mrs. Isbell, Mr. Rose, Mrs. Worrell, Ms. Appell, Mrs. Keets

Homecoming Dance –Sophomore Class Sponsors

Saturday, October 1, 2016, 7:00-10:00 p.m.

Mrs. Carlberg, Mrs. Dare, Mrs. DelMastro, Ms. Eberle, Mr. Snowman, Ms. Reneau, Ms. Schoonover, Mrs. Reinmann, Ms. Nelson, Mr. Sorrill, Mrs. Vollmar, Mr. McLaren

Grand March - Sophomore Class Sponsors

Saturday, April 22, 2017 3:30-5:30 p.m.

Mrs. Carlberg, Mrs. Dare, Mrs. DelMastro, Ms. Eberle, Mr. Snowman, Ms. Reneau, Ms. Schoonover, Mrs. Reinmann, Ms. Nelson, Mr. Sorrill, Mrs. Vollmar, Mr. McLaren

Prom (Dance) – Junior

Saturday, April 22, 2017, 7:30 – 10:30 p.m.

Mrs. Cullen, Mrs. Delligatti, Mrs. Eskridge, Mrs. Franzoni, Mrs. Lighthall, Mr. Reale, Mr. Siders, Mr. Speiden, Mrs. Vohland, Mr. Wright

Commencement Exercises – Senior Class Sponsors

Sunday, May 21, 2017, 2:00-4:00 p.m.

Mrs. Tarvin, Mr. Myers, Ms. Trotter, Mr. Lingle, Mrs. Krulac, Ms. Isbell, Mr. Miller, Mrs. Isbell, Mr. Rose, Mrs. Worrell, Ms. Appell, Mrs. Keets

Extra-Curricular Activity Sponsors

Art Club	Marnie Eskridge
Building Trades Club	Rick McLaren
C.A.T.A	Shawn Snowman
Basketball Cheerleaders	Wendy Atchley
Best Buddies	Stephanie Winship
Chess Club	Mike Sorrill
Football Cheerleaders	Wendy Atchley
F.F.A.	Jeff Reale
German Club	Candie Graham
Key Club	Mike Sorrill & Mandy DelMastro
Math Team	Kris Dare
National Honor Society	Christopher Siders
Pom Pon	Mandy DelMastro
Prom	Jodi Eberle & Jamie Schoonover
SADD/SWAT	Kaelynn Lewis
Scholastic Bowl	Brenda Shawgo
Science Olympiad	Lynn Isbell
Spanish Club	Jodi Eberle
Speech Team	Christy Semande
Speech Team Assistant	Jasper Brown
Student Council	Jodi Eberle, Ashley Krulac & Andy Schroeder
Light/Sound Technical Director	Sherry Yocum
CHS Fall Production	Amanda Vandermeer*
Thespian Club/Musical:	
Director	Amanda Vandermeer*
Orchestra	Andrew Speiden
Chorus	Tony Militello
9 th Grade Sponsors	Andy Mulholland & Keli Mayhew
10 th Grade Sponsors	Mandy DelMastro & Shawn Snowman
11 th Grade Sponsors	Christopher Siders & Sherry Yocum
12 th Grade Sponsors	Kaitlyn Isbell & Jaime Trotter

Athletic Extra-Curricular Athletic Positions

Head Football Coach Ryan Pearson
Assistant Varsity Football Coaches Kent McDowell*, Cody Myers
Sophomore Football Coach Brett Miller, Mike Vollmar
Freshman Football Coaches Justin Miller, Harold Rose

Head Volleyball Coach Amber Alexander*& Assistant Felicia Appell
Sophomore Volleyball Coach Laura DeFrain*
Freshmen Volleyball Coach Kendall Malmberg

Head Golf Coach Mike Emery
Assistant Golf Coach Jay Valencia

Head Cross Country Coach Chancy Whittington
Assistant Cross Country Coach Megan Brewer

Head Boys Soccer Coach **TBD**
Assistant Boys Soccer Coach Ashley Eck

Head Boys Basketball Coach Jay Murphy
Boys Sophomore Basketball Coach Cody Myers
Boys Freshman Basketball Coach Ken Brant

Head Girls Basketball Coach Layne Langholf
Girls Sophomore Basketball Coach Jessica Thum
Girls Freshman Basketball Coach Mallory Beoletto*

Head Wrestling Coach Zach Crawford*
Assistant Wrestling Coach Andy Mulholland

Head Baseball Coach Mike Walters*
Sophomore Baseball Coach Mike Emery
Freshman Baseball Coach Josiah Martin

Head Softball Coach Bob Barnes
Fresh/Soph. Softball Coach Harold Rose

Head Boys Track Coach Mike Vollmar
Assistant Boys Track Coach Ken Brant

Head Girls Track Coach Bill Lingle
Assistant Girls Track Coach Cody Myers

Head Girls Soccer Coach Ashley Eck
Assistant Boys Soccer Coach TBA

Volunteer Coaches

Cross Country Kaitlyn Isbell
Wrestling .Blake Flickinger*, Michael Frasier*, Michael Hammond*

Boys Soccer Coach

TBA

Football.....Bill Lingle (Reimbursed through football program), Ryan Kozelichki*

Girls Basketball

Baseball

T.J. Barnard*, Colin Davis*, & Kevin Dearing*

Softball

Mark Rogers*, Anna Bundy, Felicia Appell & Larry Warden*

* - not CUSD #66 employee

2016-2017 Class Officers

Senior Class:

President: Chase Stantz
Vice-President: Avery Pelekoudas
Secretary: Hannah Kees
Treasurer: Drew Brodbeck
Reporter: Lizzy Crock

Junior Class:

President: Clin Wells
Vice-President: Katie Allen
Jami Goldring
Alana Foose
Meredith Millison
Delaney O'Brien
Secretary: Cailynn Noonan
Treasurer: Clair Ford
Reporter: Delanie Breese

Sophomore Class:

President: Nathan Bobell
Vice-President: Caleb Miller
Secretary: Cassidy Fawcett
Treasurer: Alex Chamberlain
Reporter: Phillip Murphy

Freshman Class:

President:
Vice-President:
Secretary:
Treasurer:
Reporter:

2015-2016 Student Council List

Executive Board:

Selina Wilson (President) Lizzy Krock (Historian)
Miranda Brant & Drew Brodbeck (V. Pres.) Ally Pellegrini (Treasurer) ®
Nick Jackson, Zac Sprecher & Tayven Urbanc (Secretaries)

Senior:

Samantha Anderson
Allison Boyd
Bailey Bruketta
Jasah Dywer
Lexi Franciskovich
Joy Sandman
Gillian Spiva
Sydnie Wells

Junior:

Shaylee Adkins
Kyleigh Chisum
Emily Franzoni
Avery Pelekoudas
Trinity Scalf
Megan Schrodt
Jaden Wilcoxon

Sophomore:

Delany Breese
Seth Conklin
Alana Foose
Emma Hayes
Caylin Noonan
Delany O'Brien
Clint Wells

Freshman:

Alex Chamberlin Sophie Oaks Garrett Brant
Alyssa Smithburger Cade Bugos John Osborne
Cruz English Jessica Clore Emily Brodbeck
Tristen Eddlemon

® Reporter

DISCIPLINARY ACTION REPORT
Canton High School, Canton, Illinois

Student: _____ **Teacher:** _____

Class name _____ **Sem.** _____ **Period** _____

Purpose of this form - removal of a student from a class for interfering with the education of another student or refusing to complete required work for the class.

1st Occurrence – Warning. Teacher documents a phone call or sends a letter to parent/guardian; copy to asst. principal.

Incident: _____

Parental Contact Date & Response: _____ Student Initials: _____

2nd Occurrence - Talk with the teacher after class/school or a classroom detention. Teacher should contact the appropriate Guidance Counselor. Teacher documents a phone call or sends a letter to parent/guardian; copy to asst. principal.

Incident: _____

Parental Contact Date & Response: _____ Student Initials: _____

3rd Occurrence - The teacher documents a telephone call or sends a letter to the parent/guardian (copy to asst. principal) and gives the student a classroom detention along with an explanation of the three steps below.

Incident: _____

Parental Contact Date & Response: _____ Student Initials: _____

4th Occurrence - The student will be sent to administration with documentation of the first three offenses and will receive an office detention. The administrator will telephone or send a letter explaining the possible consequences. The parental response will be sent to the teacher involved.

Incident: _____

Parental Contact Date & Response: _____ Student Initials: _____

5th Occurrence - A form letter will be sent home to the parent/guardian by administration. At this stage the student will be removed from the class for 2 to 3 days with no make-up privileges.

Incident: _____

Parental Contact Date & Response: _____ Student Initials: _____

6th Occurrence - The student will be dropped from the class and will receive a grade of “WF” (withdraw failure).

Incident: _____

Parental Contact Date & Response: _____

(Revised 6/2007)

<u>ROOM #</u>	<u>TEACHER/STAFF NAME</u>	<u>PHONE EXTENSION</u>
101	Katelyn Isbell	2100
102	ISS Room	2102
103	Terry Franzoni	2104
104	Deb Delligatti	2103
104 ½	BBBS Office	2133
105	Clint Harris	2101
106	Study Room	2105
107	Jamie Schoonover	2106
108	Lynn Isbell	2107
109	Mandy DelMastro	2108
110	Julie Tarvin	2109
111	Ken Brant	2110
112	Mike Vollmar	2111
113	Lorie Rude	2112
114	Stacey Murphy	2113
115	Keli Mayhew	2114
116	Felicia Appell	2115
117-N	Elaine Worrell	2163
117-S	Deb Vohland	2117
118	Steph Winship	2164, 2116
119	Jaime Trotter	2118
120	Julie Pierce	2121
121	Marnie Eskridge	2122
122	Laura Anderson	2127
123	Justin Miller	2124
124	Jeff Reale	2125
127	Shawn Snowman	2130
128	Sherry Yocum	2123
130	Rick McLaren	2128
132	Small Engines Classroom	2129
200		2136
201	Stephanie Nelson	2137
202	Betsy Grzanich	2138
203	Chuck Wright	2139
204	Mike Sorrill	2140
205	Harold Rose	2141
206	Kelli Reneau	2142
207	Kris Dare	2145
208	Lori Carlberg	2144
209	Tracy Reinmann	2143
210	Jessica Lighthall	2146
211	Ashley Krulac	2147
212	Keely Vollmar	2148
213-N	Staff/Student Training Center	2161
213-S	Shawn Cullen	2160
214	Andy Mulholland	2150
215	Jennifer Stratton	2151
216	Storage/ Physical Therapy	2152
217		2153
218	Jodi Eberle	2154
219	Candie Graham	2155
220	Christopher Siders	2156
Library	Diana Barnes, Christy Semande, Brenda Shawgo	1113
N.Gym	Sheila Quilty	2119
S.Gym	Bill Lingle, Cody Myers, Ryan Pearson	2131, 3134, 2711
Band Rm	Andrew Speiden	2120
Chorus Rm	Tony Militello	2132